

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

FY 2018 Youth Leadership Programs with Algeria, Iraq, the Philippines, and Russia

Funding Opportunity Number: ECA-ECAPEC-18-103

Office of Citizen Exchanges Youth Programs Division

The POGI guidelines apply specifically to the Notice of Funding Opportunity (NOFO) issued by the Youth Programs Division for the FY 2018 Youth Leadership Programs with Algeria, Iraq, the Philippines, and Russia. Proposals must conform to the NOFO, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the accompanying NOFO, the NOFO is to be the dominant reference.

I. STATEMENT OF WORK

The Bureau of Educational and Cultural Affairs (ECA) and the Public Affairs Sections (PAS) of the U.S. Embassies in the participating countries are supporting the participation of youth and adult educators (select programs) in intensive, substantive four-week exchange programs in the United States. The programs' focus is on the primary themes of civic education, leadership development, respect for diversity, and community engagement. The exchange activities will introduce the participants to a comprehensive survey of civic education, community service, and youth leadership development, as well as subthemes such as social inclusion, entrepreneurship (including social entrepreneurship), innovation and environmental sustainability, among others. Activities will focus on building their knowledge and skill levels in these areas. The youth and adult participants will engage in workshops, community service activities, meetings with community leaders, and discussion groups and will have opportunities for substantive interaction with each other and the peers of the host country. Please note: All programs except the program with Russia will include adult participants.

The Youth Leadership Programs include the following single country options:

Option One: Algeria

Option Two: Iraq

Option Three: Philippines

Option Four: Russia

In pursuit of the goals outlined above, the award recipients will be responsible for the following:

1) Recruitment and Selection

- a) For all programs: Conduct open recruitment and competitive, merit-based selection of a

diverse group of international youth [and adult participants on select programs] from the partner country, in close consultation with ECA and the Public Affairs Section (PAS).
[Note: The Russia program does not include adult participants.]

- b) Develop, in coordination with ECA and PAS, a transparent interview plan and formal process for selection that includes a consistent scoring mechanism and clearly identified evaluation criteria.
- c) For Algeria and Iraq programs only: Conduct open recruitment and competitive, merit-based selection of a diverse group of American youth (ages 15-17) to join Algerian and Iraqi participants in U.S.-based exchange activities.
- d) Develop web-based applications for participants in consultation with, and approval by, ECA and PAS.
- e) Administer an effective English language screening process, as appropriate.
- f) Recommend the final participants and alternates for approval. No invitations may be issued without the U.S. Department of State's clearance (ECA and PAS).

2) Preparation

- a) Contact participants before the program to provide them with program information and pre-departure materials, and to gather information about their specific interests, in collaboration with PAS.
- b) Facilitate the passport and J-1 visa application process, in collaboration with ECA and PAS, for the foreign participants at least 90 days before the beginning of travel to the United States.
- c) Enroll foreign participants in the Bureau's Accident and Sickness Program for Exchanges (ASPE) health benefits plan for the duration of the exchange, and assist with claims as necessary.
- d) Make all round-trip international (complying with the Fly America Act) and domestic travel arrangements for participants, including domestic travel for American participants on the Algeria and Iraq programs who do not live within the host community. [For the Russia program: Arrange for adult accompaniment (flight chaperones) on all legs of the international flights, in consultation with the U.S. Embassy Moscow.]
- e) Arrange for ground transportation, group meals, and the disbursement of pocket money.
- f) Hire and train staff, as needed, to accompany participants during the exchange period. Criminal background checks, including a search of the Department of Justice's National Sex Offender Public Registry, must be conducted for all program staff and for new staff prior to hiring.
- g) In collaboration with the overseas partner(s) and PAS, design and conduct pre-departure orientations for participants, including general and program-specific information.
- h) Make housing arrangements for all participants, including the selected American students (Algeria and Iraq programs) who may live outside of the host communities.
- i) Carefully recruit, screen, and select diverse local host families to offer homestays (lodging and meals) to the participants for the majority of the exchange period (two or more weeks). Criminal background checks, including a search of the Department of Justice's National Sex Offender Public Registry, must be conducted for members of host families (and others living in the home) who are 18 years or older. Monitor housing arrangements to ensure the health, safety, and well-being of participants.
- j) Orient staff and those participating from the U.S. host communities, including American

peers and host families, to the goals of the program and to the cultures and sensitivities of the exchange visitors.

3) Exchange Activities

- a) Plan and implement four-weeks of exchange activities that are designed to develop the youth participants' knowledge and skill base in civic education, community service, and youth leadership development. The exchange must include creative and interactive activities, practical experiences, and other hands-on opportunities that provide a substantive experience on the specified program themes. Activities will be school and community-based, as appropriate to the program. Exchanges should involve as much sustained interaction with U.S. peers as possible. [Please note: The program with Russia must include two separate exchanges of approximately 20 youth participants each.]
- b) For all programs except Russia: Design and plan opportunities for the adult participants, outside of joint activities with youth participants, to work with their peers and other professionals, volunteers, and youth advocates with whom they can discuss the support of youth development. Programming for adult participants must be discussed within the proposal.
- c) Arrange appropriate community, cultural, social, and civic activities. Ensure that the range of program activities provides a balanced view of the social and political spectrum.
- d) Engage participants in at least two community service activities during the exchange. The program should provide context for the participants – identifying community needs, volunteerism, charitable giving, etc. – and a debriefing so that the service activity is not an isolated event and will help participants apply the experience at home.
- e) Develop and implement a plan to monitor the participants' safety and well-being during the exchange and to create opportunities for participants to share potential issues and resolve them promptly. The award recipient will be required to provide proper staff supervision and facilitation to ensure that the teenagers have safe and pedagogically rich programs. Staff will assist the youth with cultural adjustments, provide societal context to enhance learning, and counsel students as needed. Criminal background checks, including a search of the Department of Justice's National Sex Offender Public Registry, must be conducted for all program staff. Award recipients must immediately inform ECA and PAS about any significant health or safety issues affecting program participants as they arise. Participants must be given emergency contact information/cards prior to their arrival in the United States.
- f) Conduct a welcome orientation for participants upon their arrival in the United States to review program goals, objectives, and expectations. For the Algeria and Iraq Programs: Welcome orientations should be held jointly with competitively selected American peers.
- g) Provide a closing session to summarize exchange activities, prepare participants for their return home, and plan for the future as alumni.
- h) Include a short, substantive visit to Washington, D.C. at the beginning or conclusion of the program.

4) Follow-on activities

- a) Plan, organize, and manage, in close collaboration with the overseas partner(s) and PAS, follow-on activities in the participants' home countries by facilitating continued engagement among the participants, advising and supporting them in the implementation of community service projects, and offering opportunities to reinforce the ideas, values

and skills imparted during the exchange. Exchange participants should return home from the exchange prepared to conduct projects that serve a need in their schools or communities. To amplify program impact, proposals should present creative and effective ways to address the project themes. Follow-on activities may include a web-based component. Applicants should propose a robust plan to assist the participants in developing and carrying out follow-on projects with maximum community impact.

- b) Support alumni in making presentations or preparing articles to share their experiences once they return home.
- c) Connect newly returned program alumni with alumni of previous program years and from other U.S. Government sponsored programs to help reintegrate them into their home communities post-exchange, and to build and strengthen the alumni network.
- d) [Optional] Arrange visits by project staff, trainers, or educators to further the training started during the exchange.

5) Evaluation

Design and implement an evaluation plan that assesses the short-, medium-, and long-term impact of the project on the participants as well as on U.S. host and home communities (See section D.3j. Program Monitoring and Evaluation of the NOFO for more information.)

6) Administrative

- a) Work in consultation with ECA and PAS in the implementation of the program, provide timely reporting of progress to ECA and PAS, and comply with financial and program reporting requirements.
- b) Manage all financial aspects of the program, including stipend disbursements to the participants and management of sub-award relationships with U.S. and overseas partners organizations.

Please note: In a cooperative agreement, the U.S. Department of State is substantially involved in program activities above and beyond routine grant monitoring. U.S. Department of State activities and responsibilities for all program options listed in this document are as follows:

- 1) Provide advice and assistance in the execution of all program components.
- 2) Approve the final candidate selection and alternates.
- 3) Issue DS-2019 forms and J-1 visas. All foreign participants will travel on a U.S. Government designation for the J Exchange Visitor Program.
- 4) Provide the Accident and Sickness Program for Exchanges (ASPE) health benefits plan for foreign participants. [The award recipient will enroll participants in ASPE.]
- 5) Facilitate interaction within the U.S. Department of State, to include ECA, the regional bureaus, and overseas embassies and consulates.
- 6) Arrange meetings with U.S. Department of State officials in Washington, D.C.
- 7) Approve all printed or web-based program materials, including applications, publicity materials, and the final calendar of exchange activities.
- 8) Monitor and evaluate the program through regular communication with the award recipient and possibly one or more site visits, as necessary.
- 9) Perform an annual performance evaluation/review of the primary award recipient to ensure program goals are being met. Make recommendations for changes or replacement of sub-award partners when program goals are not being sufficiently met. Satisfactory performance

and the availability of funds is a condition of continued administration of the program and execution of all Non-Competitive Continuation years.

II. PROGRAM SPECIFIC GUIDELINES

Partner Organizations and/or Affiliates:

For all program options, applicants must have the organizational capacity in the relevant countries to implement in-country activities, recruit and select participants for the program, and provide follow-on activities. This capacity may take the form of a branch office of the U.S. applicant organization, a non-governmental partner organization, or other affiliates/consultants with demonstrated experience in educational exchange that can coordinate the program nationally. Award recipients will be responsible for their partners' activities under the cooperative agreement, both programmatically and financially. All applicants need to identify their representation in the partner countries, describe their in-country partner's responsibilities and qualifications, and provide a signed letter of commitment from the partner(s). The cooperative agreement requires that the administering organization be able to manage the program in the host country in its entirety, with little reliance on the embassy staff for support.

- For the Iraq program, the partner must be based in Iraq and have the appropriate number of staff/consultants in various regions of the country (at least North, Central, and South) to handle a high level of interest in the program.

Participants:

For all programs except the Youth Leadership Program with Russia, international youth participants must meet the following eligibility requirements:

- 1) Be secondary school students between the ages of 15 and 17;
- 2) Be citizens of the country from which they are applying;
- 3) Be selected through a merit-based competition;
- 4) Represent the diversity of their home country; and
- 5) Have at least one year of secondary school remaining after the exchange.

For the Youth Leadership Program with Russia, international youth participants must meet the following eligibility requirements:

- 1) Be secondary or post-secondary school students between the ages of 17 and 20;
- 2) Be citizens of Russia;
- 3) Be selected through a merit-based competition; and
- 4) Represent the diversity of their home country.

For all programs except the Youth Leadership Program with Russia, the adult participants will:

- 1) Be teachers, trainers, non-governmental organization (NGO) staff, or community leaders who work with youth;
- 2) Be citizens of the country they are representing on the exchange;
- 3) Be selected through a merit-based competition;
- 4) Demonstrate an interest in assisting youth to become productive and responsible members of society;

- 5) Exhibit maturity and open-mindedness;
- 6) Be supportive of the teenage participants;
- 7) Have proficiency in English; and
- 8) Remain in teaching positions or other positions of influence on young leaders.

The adults must be carefully selected and thoroughly briefed on their roles during the project. Although they are to be full exchange participants, they will also serve as chaperones. They will have program sessions with the youth, as well as separate program activities designed specifically for them. It is important that they be prepared to allow the students to be vocal, candid, and active participants who do not feel they need to defer to the adult mentor before speaking. At the same time, their shared experience with the students will allow them to serve as adult advocates for the alumni once they return home.

Recruitment and Selection:

Applicant organizations must design and present a plan to recruit qualified applicants that represent the diversity of the partner country. Recruitment efforts must be designed to attract quality applicants who will proportionally represent the ethnic, religious, and geographic diversity of the partner country's population. In-person interviews must be conducted for all candidates.

Strategies and plans for participant recruitment and selection, and interviews, should be closely coordinated with, and approved by, the ECA Program Office and Public Affairs staff at the relevant U.S. Embassy to ensure that these processes are conducted fairly, efficiently, and reach target audiences.

Preference should be given to individuals who have not previously traveled to the United States, especially on a U.S. government-sponsored program. Once the cooperative agreements are awarded, the award recipients of all program options must consult with ECA and Embassy staff in the partner countries to review their recruitment plans in detail, identify any specific selection criteria, and the screening and selection process. To reach beyond the elite, particular emphasis should be placed on selecting participants from underserved or disadvantaged populations, including public high schools. ECA seeks geographic, socio-economic, and ethnic/racial diversity among participants. It is desirable to select some participants from the same town or region so that they can support each other upon their return home. Recruitment should include a web-based application process, with alternatives available for those who do not have consistent or reliable access to the Internet.

- For the Algeria and Iraq programs: American participants may be recruited locally, regionally, or nationally.

International travel: The applicant should detail its plan for the delegation's international travel in its proposal narrative and include appropriate costs in the budget. The proposal should also include the proposed dates of the exchange.

For the Russia Program: As this program does not include adult participants, the award

recipient, in consultation with the U.S. Embassy Moscow and ECA, will identify and provide flight chaperones to accompany the teenage participants on all legs of the international flights to and from the site of program activity in the United States. The flight chaperones may be staff members of the partner organization, local NGOs, and/or consultants, however they will not have any role in the actual exchange other than providing this service. Travel expenses such as airline tickets, and per diem and lodging for up to two days should be included within proposal budgets.

Pre-Departure Orientation: The award recipients, in collaboration with its overseas partners and PAS, will design and conduct a pre-departure orientation (PDO) for participants before they leave for the United States. The PDO should include a general political, historical, educational, and cultural introduction to the United States; information on key program objectives, concepts, themes, and expectations; preparations for homestays; and intercultural training and teambuilding exercises. PAS should be provided opportunities to participate in PDOs and engage with participants to the greatest extent possible so that participants are fully cognizant of the U.S. Government's (ECA and participant embassies) support of the program.

- For Algeria and Iraq programs: The award recipients will also conduct a PDO(s) for American participants and their families, host institutions, staff, and host families to review program goals and expectations and to introduce them to the cultures and sensitivities of the visitors. The PDO(s) for Americans may be held in person or conducted virtually.

Welcome Orientation: The award recipient will design and conduct a welcome orientation for the participants to introduce them to their host communities and American peers (where applicable), and to prepare them for the activities ahead. The orientation will include a general political, historical, educational, and cultural introduction to the two countries, a review of the objectives and themes of the program, and practical and administrative information.

U.S. Program: The award recipient will design and plan exchange activities that provide a creative and substantive program that develops the participants' knowledge and skill base in specified themes. The program should consist primarily of interactive activities, practical experiences, and other opportunities that provide an introduction to U.S.-based civic, cultural, and educational institutions. Activities should use hands-on methods to help the participants learn about the fundamentals of civil society and community engagement, build their leadership skills, and develop similar activities for their peers back home. ECA urges applicants to present innovative, resourceful, and effective programming ideas. Applicants should justify their choices by explaining how their program plan will meet the stated goals.

The activities could include a mix of workshops or training sessions, simulations and role-playing, teambuilding exercises, case studies, volunteer service, leadership training, meetings, classroom visits, site visits, and social time among peers. Many of these should be planned in conjunction with participation in school and community activities (when possible) in a way that is educational for the exchange participants and their hosts/peers. Exchange participants should not attend classes in a school for more than a few days. All programming should include American students wherever possible. Cultural and recreational activities will balance the

schedule.

Examples of potential exchange activities include:

- 1) Community service/volunteer activities
- 2) Peer training/education workshops
- 3) Teambuilding exercises
- 4) Fundraising strategies
- 5) Project/time management workshops
- 6) Leadership development with workshop trainers or organizations
- 7) Meetings with government, community, and business leaders
- 8) Computer training that emphasizes research, critical thinking and analysis, and the use of the computer and Internet as resources in education and business
- 9) Dialogues, simulations, role plays and other activities aimed at helping participants articulate their thoughts about the project's themes and developing presentation skills
- 10) Visits to historical sites, government and community centers, museums and landmarks that combine learning about principals of government, history, and society with tourism
- 11) Sports, drama, fine arts, musical and other extracurricular activities which provide opportunities for participants to work and play together

The program should also include a closing workshop just prior to the participants' departure that focuses on summarizing the experience, developing plans for activities at home, and preparing for re-entry. The participants should be encouraged and assisted with developing projects to implement on their return home, such as producing visual materials that share information on issues that affect their daily lives, developing peer-support or peer-mediation programs or workshops, or cooperating with local NGOs trying to develop a spirit of volunteerism, among others. The ideas and plans should come from the participants, but the project staff should be prepared to assist the participants in developing these plans during the U.S.-based exchange.

For all programs except Russia: Adult participants must also be provided with ample opportunity to engage in activities specifically geared to advancing their professional development skills during the exchange, in addition to joint activities with youth participants. Examples should be included in the proposal.

Sites: In addition to visiting Washington, D.C, the participants should spend time in no more than one or two locations to allow them to familiarize themselves with a community. Applicant organizations should describe the rationale for their location selections. ECA encourages applicants to consider proximity to sites of historical or cultural interest, access to organizations that can conduct appropriate workshops, and representation of the diversity of the United States.

Housing Accommodations: In the United States, homestays with local families must be arranged for most of the exchange period (at least two-to-three weeks) to provide participants sufficient time to become familiar with life in an American home. A dormitory, hotel, or other housing with appropriate adult supervision is an acceptable arrangement for other short segments of the program, such as the welcome orientation, the capital city program, the closing session, or special workshops.

The award recipient must have a clear and detailed host family recruitment, screening, and selection process. They must also provide the families with an orientation prior to their exchange participants' arrival which emphasizes the program's goals. Screening must include a visit to the home to meet all members of the household to ensure that the host family is capable of providing a comfortable and nurturing home environment. Criminal background checks, including a search of the Department of Justice's National Sex Offender Public Registry, must be conducted for members of host families (and others living in the home) who are 18 years or older. The orientation will provide families with detailed information on the exchange program, the parameters of their participation, duties and obligations, and information on cultural differences and practices.

ECA encourages diversity in host family recruitment and selection. Host families may represent diversity in family size and structure, race and ethnicity, socio-economic status, religion, and geography. Exchange participants should be afforded private space in the home. While exchange participants may share a room with someone of a similar age and the same gender, they must have their own bed. Participants may be placed with host families as singles or in pairs. Host families need to have adequate financial resources to undertake hosting obligations.

Follow-on Activities for Alumni: The award recipients will design activities for alumni, and support and mentor the youth participants in their follow-on project implementation. This may include providing materials, serving as a resource or advisor, and working with the relevant U.S. Embassy and adult participant alumni (where applicable) to help nurture on-going contact with the participants. ECA seeks creative ideas to ensure that alumni effectively carry out their follow-on projects and remain engaged in activities, particularly ideas that amplify the program impact through peers. Alumni programming in the form of seminars, newsletters, and online platforms serves to maximize and extend the exchange program's benefits. Follow-on plans should take into account that Internet access may be limited in some areas. Applicants may also propose visits by project staff, trainers, or educators to the partner country to further the training started during the exchange. Alumni reunion meetings may also be incorporated into follow-on activities. All alumni contact information gathered by the award recipients on behalf of this program must be made available to the Department of State. Please refer to the PSI for additional guidance.

Evaluation: The Government Performance and Results Act (GPRA) of 1993 requires that federal agencies measure the results of their programs in meeting performance goals. The proposal should demonstrate the applicant's plan to measure the medium-term impact of the program and incorporate lessons learned. The follow-on activities will provide an opportunity to assess the impact of the exchanges on the participants, to determine how their attitudes have changed, and to evaluate the acquisition of knowledge and skills associated with program themes. (See section D.3.j. Program Monitoring and Evaluation of the NOFO solicitation for more information).

Social Media and Website: The award recipient will establish and maintain a web presence that will provide current information about the program and its alumni. Additionally, the award recipient will coordinate social media engagement for the program in coordination with ECA and

in accordance with ECA's social media guidelines to ensure media is appropriate for the level of sensitivity and maintains the online security of those involved. Proposals should present a clear social media plan for program promotion, recruitment, alumni engagement and impact amplification.

Other notes: The award recipient is responsible for all components of the program outlined in this document. The Bureau requires the recipient organization to communicate with ECA and the Public Affairs Section of the relevant U.S. Embassy on a regular basis about program activities, including participant and host family recruitment and selection, pre-departure and welcome orientations, publicity, and follow-on activities. The recipient must also inform the ECA Program Officer of their progress at each stage of the project's implementation in a timely fashion, and it must also obtain approval of any significant program changes in advance of their implementation. All materials and correspondence related to the program will acknowledge this as a program of the Bureau of Educational and Cultural Affairs of the U.S. Department of State. The Bureau will retain copyright use of and be allowed to distribute materials related to this program as it sees fit.

PROPOSAL CONTENTS

Applicants should submit a complete and thorough proposal describing the program in a convincing and comprehensive manner. Since there is no opportunity for applicants to meet with reviewing officials, the proposal should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

Proposals should address succinctly, but completely, the elements described below and must follow all format requirements.

NOTE: Proposals submitted through Grants.gov may only be submitted in the following formats:

- Microsoft Word
- Microsoft Excel
- Adobe Portable Document Format (PDF)
- ASCII Text
- Joint Photographic Experts Group (JPEG images)

Proposals should include the following items. All documents should be appropriately and clearly titled.

Online Forms

- SF-424, "Application for Federal Assistance"
- SF-424A, Budget Information – Non-Construction Programs
- SF-424B, "Assurances – Non-Construction Programs"
- Include other attachments, if applicable, such as indirect agreements, form 990, SF-LLL, etc.

Executive Summary (One page)

In one double-spaced page, provide the following information about the project:

- 1) Name of applicant organization, overseas partner(s), and participating institutions
- 2) Identification of the program option (e.g. Youth Leadership Program with Algeria)
- 3) Beginning and ending dates of the program
- 4) Proposed themes and subthemes
- 5) Nature of activity and venues
- 6) Funding level requested from the Bureau, total program cost, total cost-sharing from applicant and other sources
- 7) Scope and Goals
 - a) Number and description of participants
 - b) Wider audience benefiting from program (overall impact)
 - c) Geographic diversity of program, both U.S. and overseas
 - d) Themes covered
 - e) Anticipated results (short and long-term)

Narrative

Within 20 double-spaced, single sided pages with one inch margins (size 11 or 12 font), provide a detailed description of the project addressing the areas listed below. In the narrative, applicants should not only describe major program activities but also explain and justify their programmatic choices.

- 1) **Vision and Motivation:** Describe the program objectives, goals, and the desired outcomes, i.e., the knowledge, skills, and/or attitudinal changes that the participants will acquire.
- 2) **Participating Organization(s):** Identify critical partner organizations (and/or consultants) for the program, their roles, and the reasons for including them. Applicants must also describe their working relationship with the partner organization(s) and detail the division of program responsibilities between the award recipient and the partner organization(s). Applicants should also indicate how they will monitor the performance of their overseas partner(s).
- 3) **Recruitment, Screening, and Selection:** Describe how the applicant will coordinate with relevant local partners and relevant U.S. Embassies to conduct open recruitment and competitive selection of a diverse group of international participants from the partner country. Present a plan for advertising the program and outline within the proposal both the process and the criteria by which finalists will be selected. The recruitment and selection of Americans for the Algeria and Iraq program options should also be described.
- 4) **Project Activities:** Describe the components of the exchange and how they relate to program themes, including program planning, orientations, educational and cultural activities, meetings, site visits, community service, and the closing session. A detailed outline of the four-week exchange should be included as an appendix. Also, describe support for follow-up activities.
- 5) **Travel, Housing, and Other Logistics:** Detail how the applicant will arrange international travel (in compliance with the Fly America Act); domestic travel; homestays (be specific

about the recruitment, screening, and monitoring processes) and other housing arrangements; ground transportation; stipend disbursement; and relevant administrative matters.

- 6) **Participant Monitoring:** Detail how the applicant will assure the well-being, safety, and security of program participants during all stages of the program. A competitive monitoring plan should include the following:
 - a) the information provided in pre-departure orientation materials on safety and the avenues for youth to communicate concerns to staff
 - b) the staff supervision provided when the participants are in hotels and/or dormitories (if relevant)
 - c) screening of host families, including criminal background checks for all household members over the age of 18
 - d) the monitoring of participants while they are in homestays
 - e) a comprehensive emergency action plan
- 7) **Program Evaluation:** In the submitted proposal, applicants should include a plan describing how success in meeting the stated goals of the program will be measured and reported. ECA recommends that the proposal include a draft survey questionnaire or other evaluation tool.
- 8) **Diversity:** Explain how the program managers will pro-actively support diversity in participant selection and program content, demonstrating how diversity can contribute to a vibrant civil society. Diversity should be defined broadly to include geographic, urban/rural, ethnic, racial, socio-economic, sexual orientation, and religious diversity.
- 9) **Institutional Capacity and Project Management:** Outline the applicant's capacity to conduct programs of this nature, focusing on three areas of competency: provision of educational and thematic programs, age-appropriate programming for youth, and any previous work in the region. Describe the program staffing (individuals by name and responsibilities), qualifications, structure, and resources. If applicable, include this information for partner organizations as well.
- 10) **Work Plan/Schedule:** Outline the phases of the project planning and implementation for the entire award period. Provide a draft schedule of daily activities of the exchanges in an appendix.
- 11) **Non-Competitive Continuations:** Applicants should provide a brief commitment to implement the program for the base year, plus two additional non-competitive continuations, pending successful program performance and availability of funds.

Additional Information to be Submitted:

Detailed Budget

The level of funding available for the FY 2018 base year of each program is outlined below, pending the availability of funds:

Option One: Youth Leadership Program with Algeria - \$250,000 (One exchange)

Option Two: Iraqi Young Leaders Exchange Program - \$400,000 (One exchange)

Option Three: Youth Leadership Program with the Philippines - \$250,000 (One exchange)

Option Four: Youth Leadership Program with Russia - \$360,000 (Two exchanges)

The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.

The available funding may be used to support the program and administrative costs necessary to implement the program as described in this solicitation. Please submit a comprehensive line item budget, as stated in the Proposal Submission Instructions. An explanatory budget narrative must also be included.

Suggested program costs include, but are not limited to, the following:

- Staff travel
- Application and educational materials
- Participant travel (international, domestic, ground transportation, passport and visa fees). This may also include travel expenses for American participants, if applicable
- Flight chaperone travel (Russia program only)
- Orientations
- Cultural and social activities
- Meeting costs
- Lodging, when not in homestay
- Food (primarily group meals)
- Follow-on activities
- Evaluation
- Pocket money for participants' incidental expenses
- Other justifiable expenses directly related to supporting program activities

Stipends for homestays or for host families **are not** allowed.

Significant cost-sharing is encouraged and will enhance the proposal. While there is no rigid ratio of administrative to program costs, the Bureau urges applicants to keep administrative costs as low and reasonable as possible. Proposals should show strong administrative cost-sharing contributions from the applicant and other sources.

Maximum limits on funding are as follows: Books and educational materials allowance-\$100 per participant; Conference room rental costs-\$250 per day per room; Consultant fees and honoraria-\$250/day; Cultural allowance-\$150 per participant; Per diem-standard government rates; Evaluation costs- 3% of the cooperative agreement. Organizations are encouraged to cost-share any rates that exceed these amounts.

Please note that there are no fees for the J-1 visas that foreign participants will use to enter the United States. Applicants should budget for foreign program participants to travel to the applicable U.S. embassy for visa interviews and should budget to cover the cost of participants' passports, if necessary.

Exchange participants will be enrolled by the awardee in the Bureau's Accident and Sickness Program for Exchanges (ASPE). This cost of the ASPE coverage does not need to be included in

the budget. More information on ASPE is available at: <http://www.usdos.sevencorners.com>.

Please refer to the PSI for allowable costs and complete budget guidelines and formatting instructions.

Letters of commitment

Include pledges to participate in the program's implementation from significant partner organizations and any receiving a sub-award. Letters from elected officials are generally not advised.

Resumes

Resumes of all program staff should be included in the submission. No one resume should exceed two pages.

Attachments/appendices

Please limit those materials essential for understanding the proposed program, such as a draft schedule or evaluation questionnaires, to no more than 20 pages (in addition to the 20-page narrative). Extensive attachments will detract from your proposal.

First Time Applicant Attachments, if applicable

First time applicant organizations and organizations which have not received an assistance award (grant or cooperative agreement) from the Bureau during the past three (3) years, must submit as an attachment to this form the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. Note: The Bureau retains the right to ask for additional documentation of those items included on this form.

Please note: All applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

- Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.
- Those who do not file IRS Form 990 must submit information above in the format of their choice.

As part of final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

Adherence To All Regulations Governing The J Visa

The Office of Citizen Exchanges of the Bureau of Educational and Cultural Affairs is the official program sponsor of the exchange program covered by this NOFO, and an employee of the Bureau will be the "Responsible Officer" for the program under the terms of 22 CFR 62, which covers the administration of the Exchange Visitor Program (J visa program). Under the terms of 22 CFR 62, organizations receiving awards (either a grant or cooperative agreement) under this NOFO will be third parties "cooperating with or assisting the sponsor in the conduct of the sponsor's program." The actions of recipient organizations shall be "imputed to the sponsor in evaluating the sponsor's compliance with" 22 CFR 62. Therefore, the Bureau expects that any organization receiving an award under this competition will render all assistance necessary to enable the Bureau to fully comply with 22 CFR 62 et seq.

The Bureau of Educational and Cultural Affairs places critically important emphases on the secure and proper administration of Exchange Visitor (J visa) Programs and adherence by recipient organizations and program participants to all regulations governing the J visa program status. Therefore, proposals should explicitly state in writing that the applicant is prepared to assist the Bureau in meeting all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62. If your organization has experience as a designated Exchange Visitor Program Sponsor, the applicant should discuss their record of compliance with 22 CFR 62 et. seq., including the oversight of their Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://j1visa.state.gov> or from:

Office of Designation, Private Sector Programs Division
U.S. Department of State
SA-4E (Bldg. 3)
2430 E Street, NW
Washington, DC 20037

APPLICATION SUBMISSION

The NOFO indicates the date the complete proposal is due and the manner in which proposals must be submitted. There are **NO EXCEPTIONS** to this deadline. For further information regarding this program or the proposal submission, please contact the Youth Programs Division program officer Sarah Shields, telephone: (202) 632-9261; e-mail address: ShieldsSD@state.gov.